

To: KDAF Employees

From: Human Resources

Date: January 31, 2006

Re: Assignment Manager

ASSIGNMENT MANAGER

KDAF-TV, WB33News@Nine is seeking an Assignment Manager. Applicant must have 3 to 5 years of news management experience in a top 10 market. This person will assist the News Director with the daily operation of the news department. Responsibilities include, but not limited to, planning daily schedule of news stories, monitor and coordinate coverage of breaking news, plan monthly work schedule for news department and work the news beat. This applicant must have strong communication skills (verbal and written), ability to maintain a good working relationship with variety of internal and external contacts, and a creative thinker with excellent organizational abilities and people skills a must. Job Code: AM-001. Submit resume to: Human Resources, 8001 John Carpenter Freeway, Dallas, Texas 75247. EOE and Drug Free Workplace. No phone Calls please.

Luong, Kit

From: Luong, Kit
Sent: Tuesday, January 31, 2006 4:19 PM
To: Albert Lee (E-mail); Carmen Humble (E-mail); Cheri Massey (E-mail); Chott Vatanasuti (E-mail); Cindy Sansom (E-mail); Craig Bean (E-mail); Cynthia Marshall (E-mail); Cynthia Wilson (E-mail); David Elias (E-mail); Gary Pina (E-mail); Graeme Newell (E-mail); Hope Etheridge (E-mail); Janet Lewis (E-mail); Janet Peters (E-mail); Katie Myers; LaShawn Robertson (E-mail); Linda Johnson (E-mail); Marion Hill; Mark Holloway (E-mail); Mark Shilstone (E-mail); Michelle McConnell (E-mail); Michelle Vignoli (E-mail); Misti Torres (E-mail); Patricia Clendenin (E-mail); Rachel Smith (E-mail); Richard Paterik (E-mail); Rosie Aguilar (E-mail); Ruth Carter (E-mail); Scott Jones (E-mail); Shewanda Riley (E-mail); Sue Greenwood (E-mail); Tara Withrow (E-mail)
Subject: Job Posting

Hello All,

When you have a chance, please post the attached (Assignment Manager position) job opening with your organization. If you have any questions, please feel free to call me at (214) 252-3484.

Thanks,

Kit Luong
KDAF-TV
(p) 214.252-3484
(f) 214.252-3482
kluong@tribune.com



Assignment
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Luong, Kit

From: Luong, Kit
Sent: Tuesday, January 31, 2006 4:16 PM
To: Beetner, Gretchen
Subject: Job Posting

Hi Gretchen,

When you have a chance, please post the Assignment Manager position.

Thanks,

Kit Luong
KDAF-TV
(p) 214.252-3484
(f) 214.252-3482
kluong@tribune.com

ASSIGNMENT MANAGER: KDAF-TV, WB33News@Nine is seeking an Assignment Manager. Applicant must have 3 to 5 years of news management experience in a top 10 market. This person will assist the News Director with the daily operation of the news department. Responsibilities include, but not limited to, planning daily schedule of news stories, monitor and coordinate coverage of breaking news, plan monthly work schedule for news department and work the news beat. This applicant must have strong communication skills (verbal and written), ability to maintain a good working relationship with variety of internal and external contacts, and a creative thinker with excellent organizational abilities and people skills a must. Job Code: AM-001. Send or fax resume to Kit Luong, 214/252-3484; Human Resources, 8001 John Carpenter Freeway, Dallas TX 75247; Fax: 214/252-3482.

Luong, Kit

From: Beetner, Gretchen
Sent: Tuesday, January 31, 2006 4:23 PM
To: Luong, Kit
Subject: RE: Job Posting

You're all set. Thanks!!

-----Original Message-----

From: Luong, Kit
Sent: Tuesday, January 31, 2006 4:16 PM
To: Beetner, Gretchen
Subject: Job Posting

Hi Gretchen,

When you have a chance, please post the Assignment Manager position.

Thanks,

Kit Luong
KDAF-TV
(p) 214.252-3484
(f) 214.252-3482
kluong@tribune.com

ASSIGNMENT MANAGER: KDAF-TV, WB33News@Nine <<mailto:WB33News@Nine>> is seeking an Assignment Manager. Applicant must have 3 to 5 years of news management experience in a top 10 market. This person will assist the News Director with the daily operation of the news department. Responsibilities include, but not limited to, planning daily schedule of news stories, monitor and coordinate coverage of breaking news, plan monthly work schedule for news department and work the news beat. This applicant must have strong communication skills (verbal and written), ability to maintain a good working relationship with variety of internal and external contacts, and a creative thinker with excellent organizational abilities and people skills a must. Job Code: AM-001. Send or fax resume to Kit Luong, 214/252-3484; Human Resources, 8001 John Carpenter Freeway, Dallas TX 75247; Fax: 214/252-3482.

Luong, Kit

From: Luong, Kit
Sent: Tuesday, January 31, 2006 4:11 PM
To: Rumley, Shelly; Snyder, Rose-Marie
Subject: Job Posting

When you have a chance, please post the Assignment Manager position on our website.

Thanks,

Kit Luong
KDAF-TV
(p) 214.252-3484
(f) 214.252-3482
kluong@tribune.com

ASSIGNMENT MANAGER

KDAF-TV, WB33News@Nine is seeking an Assignment Manager. Applicant must have 3 to 5 years of news management experience in a top 10 market. This person will assist the News Director with the daily operation of the news department. Responsibilities include, but not limited to, planning daily schedule of news stories, monitor and coordinate coverage of breaking news, plan monthly work schedule for news department and work the news beat. This applicant must have strong communication skills (verbal and written), ability to maintain a good working relationship with variety of internal and external contacts, and a creative thinker with excellent organizational abilities and people skills a must. Job Code: AM-001. Submit resume to: Human Resources, 8001 John Carpenter Freeway, Dallas, Texas 75247. EOE and Drug Free Workplace. No phone Calls please.

[PREVIOUS PAGE](#)**Careerline***A free service to AWRT Members*

Post your listing on AWRT's web site and gain access to the best, most qualified candidates in the industry. Questions or comments can be directed to [Laura Harvey](#). *One listing per form submission please. You will be given the opportunity to return to this page in the event you wish to post multiple jobs.*

STATION/COMPANY:	<input type="text" value="KDAF-TV"/>
POSITION TITLE:	<input type="text" value="Assignment Manager"/>
JOB DESCRIPTION:	<input type="text" value="KDAF-TV, WB33News@Nine is seeking an Assignment Manager. Applicant must have 3 to 5 years of news management experience in a top 10 market. This person will assist the"/>
FIRST AND LAST NAME OF CONTACT:	<input type="text" value="Kit Luong"/>
CITY:	<input type="text" value="Dallas"/>
STATE:	<input type="text" value="TX"/>
E-MAIL ADDRESS:	<input type="text" value="recruitatkdaf@tribune.com"/>
PHONE:	(<input type="text" value="214"/>) <input type="text" value="252"/> - <input type="text" value="3484"/>
FAX:	(<input type="text" value="214"/>) <input type="text" value="252"/> - <input type="text" value="3482"/>

As consideration for being permitted to list your employment opportunity, the station/company listing such opportunity indemnifies and holds AWRT harmless from any and all claims, breaches, causes of action, lawsuits and damages, including reasonable attorney fees, arising out of or in connection with the listing of this employment opportunity. All listings are posted for 30 days.

CareerLine

Thank You!

AWRT is in receipt of your employment opportunity. If you have questions or comments regarding Careerline, please contact AWRT at:

AWRT National Headquarters
8405 Greensboro Drive, Suite 800
McLean, Virginia 22102
P: 703.506-3290 F: 703.506.3266
E-mail: info@awrt.org

Post another employment opportunity

[Return to the AWRT Home Page](#)

Luong, Kit

From: Mark Shilstone [mark@medialine.com]
Sent: Tuesday, January 31, 2006 5:47 PM
To: Luong, Kit
Subject: FW: EEO Confirmation letter

Please allow this to serve as confirmation of receipt of the following job listing(s) from : KDAF on 01/31/06

ASSIGNMENT MANAGER

The listing(s) will run for a 30 day period on our national television job listing service (unless you indicated otherwise) and then automatically remove themselves from the system.

If you need further documentation for your EEO files, please feel free to contact us at:

Phone:800-237-8073

Email:medialine@medialine.com

Fax:831-6485204

Mailing address:Box 51909, Pacific Grove, CA 93950

Contact:Mark Shilstone, Manager

Thank you for using MediaLine,
Mark Shilstone
Manager
MediaLine

2/1/2006

Luong, Kit

From: jobs@tvjobs.com
Sent: Tuesday, January 31, 2006 5:39 PM
To: Luong, Kit
Subject: TVJobs.com - Assignment Manager job posted

JOB POSTING NOTIFICATION FROM TVJOBS

Kit Luong,

Your "Assignment Manager" position was just posted in the TVJobs.com Database and is now available online...

Station : KDAF
Position: Assignment Manager
Category: News - Assignment Desk
Job ID : TVJ#34062411
Posted : 1/31/2006
Expires : 2/28/2006
Status : Registered Employer - Job Posted Ad Text :

Assignment Manager

KDAF-TV, WB33News@Nine is seeking an Assignment Manager. Applicant must have 3 to 5 years of news management experience in a top 10 market. This person will assist the News Director with the daily operation of the news department. Responsibilities include, but not limited to, planning daily schedule of news stories, monitor and coordinate coverage of breaking news, plan monthly work schedule for news department and work the news beat. This applicant must have strong communication skills (verbal and written), ability to maintain a good working relationship with variety of internal and external contacts, and a creative thinker with excellent organizational abilities and people skills a must. Job Code: AM-001.

Submit resume to:

Human Resources
8001 John Carpenter Freeway
Dallas, Texas 75247

EOE and Drug Free Workplace. No phone Calls please.

Notes:

1. We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs.com (<http://www.tvjobs.com>)
3. We will send notification of pending expiration prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 2/28/2006.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.

6. If you would like to verify that the actual job listing is online,
point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=4515491553023877>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs.
If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway
Broadcast Employment Services
TVJobs.Com
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you
>>manage your online jobs.<<

Luong, Kit

From: Tara Withrow [twithrow@productionhub.com]
Sent: Wednesday, February 01, 2006 10:28 AM
To: Luong, Kit
Subject: Important information about your job listing

Hello,

Thank you for posting your job!

Please visit <http://www.productionhub.com/jobs/description.asp?item=10688> to verify the information for your listing is correct. You may reply to this e-mail with any changes. PLEASE INCLUDE THE LINK TO YOUR LISTING IF YOU HAVE ANY CHANGES, OR YOUR CHANGES WILL BE DELAYED.

Please let us know if you fill this position and if you have done so successfully through our services. YOUR LISTING WILL REMAIN ACTIVE FOR ONE MONTH OR YOUR SPECIFIED DATE, WHICHEVER COMES FIRST. PLEASE LET US KNOW WHEN YOU FILL YOUR POSITION SO WE CAN CHANGE YOUR LISTING STATUS TO "FILLED".

LOOKING FOR PROFESSIONALS FOR HIRE?
OR TO PURCHASE/RENT EQUIPMENT?

Simply place your request at www.productionhub.com/marketplace/ and let us do the work. Qualified industry professionals will provide competing bids for your request! This fast and easy service is reserved for normal budgets. No lo/no/deferred projects please. CONTACT US NOW toll free at 877.629.4122 for more information and let us save you time and money on your next project.

GET YOUR FREE LISTING TODAY!

Let ProductionHUB.com be your 24/7 marketing solution and sales force so industry businesses and professionals can find you. Simply visit http://www.productionhub.com/ecard/prohub_matrix.asp and get listed on the industry's most comprehensive national directory for free.

Questions? Concerns? Simply reply to this E-mail or contact us toll free at 877.629.4122

Thank you for using ProductionHUB.com

Tara Withrow
Support Services
ProductionHUB.com
Phone: 877.629.4122
Fax: 407.629.8884
twithrow@productionhub.com
www.productionhub.com

'The Production Search Engine' - The industry's most trusted online resource and directory for film, video and digital media production.

Luong, Kit

From: hireamaverick@uta.edu
Sent: Thursday, February 02, 2006 12:22 PM
To: Luong, Kit
Subject: Your UTA Hireamaverick job has been approved!

February 2, 2006

Dear KDAF WB33:

The following job you previously submitted to our office has been approved. It is now available for student viewing:

Job ID: 12153
Job Title: Assignment Manager

You may click the link below and log into the hireamaverick system to review this job or to submit any changes:

<https://myinterfase.com/uta-se/employer>

Thanks,
UTA Student Employment Services